

**Tennessee College of Applied Technology – Livingston**

2019 Governor's Investment in Technical Education (GIVE)

"Molding the Workforce" – Injection Molding Training in White County

IN PARTNERSHIP WITH:

1. Upper Cumberland Local Workforce Development

White County Chamber of Commerce

Highlands Economic Partnership - Workforce and Education – Pathways

2. Tennessee College of Applied Technology Livingston

3. White County School System

White County High School

4. Jackson Kayak

Precision Molding

Taco Metal

Custom Tool

Cynthia Mann, Project Director

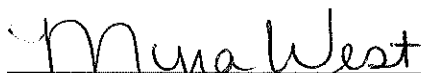
740 Hi Tech Drive

Livingston, TN 38570

(931) 823-5525

Funding Requested:

\$1,000,000.00



President of TCAT Livingston



Project Director

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## **Project Summary**

The Tennessee College of Applied Technology Livingston and White County GIVE program will create a new pathway in Advanced Manufacturing - Injection Molding technology at White County High School. The grant will acquire the necessary equipment to develop a program of study that will include dual enrollment injection molding technology classes conducted by the TCAT Livingston. The pathway will allow high school students from both White County and Van Buren County to receive training that will culminate in a post-secondary certificate or diploma from the Injection Molding Technology program at TCAT Livingston. White County High School students will have the opportunity to take Injection Molding classes, between 90-1080 clock hours, while in high school. For each class one Early Post-Secondary Opportunity credit will be earned for each dual enrollment class taken. In addition, a plastics technology certification will begin a program of study that allows students the opportunity to earn other mechatronics certifications.

The grant will also include a strong work-based learning component that will allow seniors to participate in an internship in Injection Molding as their capstone CTE class. By creating a pipeline of graduates in Injection Molding, the grant will provide White County with the opportunity to increase the number of post-secondary credentials being earned and contributing to the county's ability to meet the Drive to 55 goal. Working with county administrators and industry partners, the program will offer early career choices to students and assist them in reaching their full potential.

## **Section 1: Demonstration of Need**

After several years of strong job growth, the Tennessee Department of Economic & Community Development shows a continued increase in the demand for skilled workers in the Advanced Manufacturing and Energy Technologies sector. The Upper Cumberland region of Tennessee has been attractive for manufacturers due to location, labor supply and business climate. According to the Tennessee Department of Economic and Community Development, the national rate of job growth in manufacturing fields is 5.2 percent while studies also showed Tennessee's growth at 9 percent over a period of 4 years.

The 2018 LEAP Report evaluated the academic supply and occupational demand across each region of Tennessee. Tennessee Department of Education identified production as one of the six occupation groups with employment needs across more than one region. The Injection Molding technology program concentrates on applied mathematics and engineering design which offers immense opportunities in today's advanced manufacturing industries.

Given projected workforce needs, it is imperative to train skilled workers and help drive the stimulation of US manufacturing. Tennessee is committed to manufacturing led by the state's strong automotive sector and many other manufacturing industries. Molding, Core-making, and casting technicians in healthcare, medical devices, automotive, electrical equipment, appliances, and additional areas are in demand in White County along with 6 surrounding regions in Tennessee. Programs for injection molding manufacturing techniques do not exist in the area due to the high cost of equipment.

Job outlook is positive for plastics product manufacturing but many employers in the Upper Cumberland Region report difficulty finding technicians trained properly in new techniques. The lack of skilled workers has disproportionately affected the growth of domestic manufacturing when compared to other industry sectors. According to the TNECD, there were 20,065 individuals employed by 428 establishments in the manufacturing industry in the Upper Cumberland region of the state with many positions remaining unfilled.

The businesses that are partnering for White County's GIVE grant are requesting a local workforce equipped with the technical skills needed in their industry sector and have confirmed their desire to support this initiative by offering internships, co-ops, and Work Based Learning opportunities.

The GIVE grant would provide the funds necessary to develop the injection molding program within the White County School System. Students will begin their training in high school to earn college level credit hours. If they continue the program post-secondary, students will have the opportunity to participate in a progressive program where they can earn certifications and graduate with an Advanced Manufacturing diploma. TCAT Livingston instructors concentrate on needs specific to our region, and prepare students with the skills and knowledge necessary to succeed in this ever changing occupation.

TCAT – Livingston, White County schools, industry and community partners propose the injection molding program will help address the local workforce needs. Improving the pathway between secondary and post-secondary institutions, post-secondary education will be more attainable. The increase in certificates and diplomas will have a profound impact on meeting

goals for the Governor's Drive to 55 initiatives by attracting a new pool of students that would begin working toward a post-secondary credential through dual-enrollment, detailed in the program plan.

## **Section 2: Program Plan**

Grant activities will begin in January of 2020 with renovation of the lab space. Appendix D gives a detailed timeline of the critical activities and actions required for the success of the grant. Included in the timeline is an overview of the activity along with the measurable outcomes for each of the activities. Grant activities will begin in January of 2020 with renovation of the lab space.

Beginning in January of 2020, the TCAT Livingston will also begin the process of purchasing an electric injection molding machine, a hydraulic injection molding machine, all side equipment, plastic for the molding process, and various supplies needed for the program. The goal will be for all equipment and supplies to be purchased and in place by the end of May. The outcome for this activity will be that the Injection Molding program will have all the necessary equipment, supplies and tools needed to complete the training in the Injection Molding in Advanced Manufacturing program.

The TCAT Livingston will advertise in January for a Workforce/Work-Based Learning Coach to serve both White County and Van Buren County. A job description can be found in Appendix E. The coach will be responsible for working with employers and students in the area to provide meaningful work-based activities. Activities will begin in the elementary school where the coach will spend time in the classrooms providing career exploration activities. These

activities will include a "Career Tech Reading Day". During the Career Tech Reading Day, employers will read and visit with students to explain their careers and the need for a skilled workforce. Employers will also provide industry tours for middle school students and work-based internship opportunities for high school students. The coach will coordinate and report student activity to the project director and advisory committee. The coach will also be responsible for recruiting high school students to enroll in the Injection Molding Technology program at White County. A critical role of the coach will be to establish relationships with employers, parents, teachers, and students. Communication and marketing of the program and the need to fulfill the skill gaps in the workforce will be a priority of the Workforce/Work-based coach. The measurable outcome for this activity will be the number of students enrolling in the Injection Molding Technology program and other technical programs of study. Outcomes will also be measured by the number of EPSOs earned by students.

The position of the Workforce/Work-Based Learning coach will be to focus on the recruitment of underrepresented student groups including low income students and women. The coach will work to identify the student groups who are traditionally underrepresented and will develop a recruitment plan to encourage students to pursue careers in Career and Technical Education. The Appalachian Regional commission calculates that White county has a 3-year average poverty rate of 17.6% with 5% unemployment and needs skilled individuals to join the workforce. The coach will plan activities that educate both parents, community members and students of the need for a skilled workforce and the shortage of workers with technical skills. The measurable outcome for this activity will be the increase in the number of

economically disadvantaged students and women who enroll in Career and Technical programs of study.

A major continuum of the work-based learning activities is the transition from middle school to high school. A summer Career and Technical Bridge program will be established as part of this grant. The program will consist of a one-week program to introduce rising freshman the opportunity to familiarize themselves with the Career and Technical opportunities available to them at the high school. The program will include industry tours, a tour of TCAT, employer speakers and hands-on activities in the career and technical labs—Injection Molding Technology at White County. The Bridge program will be coordinated by the Workforce/Work-based Learning coach and the outcomes of the program will be determined by the number of students attending the camp who enroll in a career and technical program of study in high school.

Work-based learning will also include a capstone internship class that will give the students one credit in their program of study. Students who have completed three Injection Molding Technology classes will have an opportunity to apply for a one semester internship with our employer partners. Students will interview with the employer and will be given the opportunity to apply their skills in the workforce. In addition, the grant will also establish summer internships for students wishing to work during the summer in a technical field. Students will complete an application indicating the type of technical field they would like to pursue, and the Workforce/Work-based Learning Coach will work to secure summer internship opportunities for students. Employers will be given an evaluation to complete on all students enrolled in an internship. Results of the evaluation will be shared with students and instructors



as well as the advisory committee for the grant. Students will also be asked to write a reflection paper about their experience during the internship course. The measurable outcome for this activity will be the number of students completing three or four courses and a capstone internship class. Outcomes will also be measured by the number of students applying and completing a summer internship.

Another major component of the White County's GIVE grant will be teacher engagement with business and industry. A key to the success of this grant will be the engagement of teachers with employers who are needing skilled workers. The grant will fund opportunities for teachers to complete industry tours in both the fall and spring semesters. In addition, the grant will fund a stipend for teachers who wish to participate in a week-long teacher externship with a local employer. A team of teachers will be selected to participate in the program and the Workforce/Work-based Coach will coordinate and lead the team through the program. Lesson plans will be developed based on their experience to be utilized across academic disciplines. First-hand experience of teachers in the industry will better equip teachers, counselors, and administrators to advise students on career choices and opportunities. Professional development opportunities will be tracked on a semester basis and the outcomes of the teacher externships will be measured by both a pre and post survey that will capture their perceptions prior to and after the externship. Teachers will also be asked to complete a semester report outlining how the lesson plans were utilized in their classes.

The grant will purchase equipment that compliments the equipment utilized at the TCAT Livingston's post-secondary Mechatronics program. This equipment has been recommended and reviewed by the program's advisory committee which is composed of employers in the

region. The grant will also provide for the PLC Updates for Current Equipment in Mechatronics Lab to be used in the foundation courses for the post-secondary program at the main campus of TCAT. The additional Injection Molding equipment will increase the enrollment capacity of the full-time program and will result in more post-secondary credentials being awarded each year (Drive to 55 Goal). Students in the White County dual enrollment program will complete the same curriculum as the post-secondary students. Upon completion of high school, students will be able to enter the post-secondary program and complete the program in under one year. Students enrolled in the full-time program will also have the opportunity to obtain multiple industry certifications. The post-secondary program will also provide opportunities for students to participate in co-op programs during their last trimester of training. These co-ops will be coordinated with employers by the full-time instructor and will enhance and expand the students training opportunities. The overall objective will be to increase the number of post-secondary credentials being awarded. The high level of interest is an indicator that the equipment and curriculum being utilized will meet the needs of employers in the region. Each year the TCAT is held accountable for the quality and outcomes of the program through the Council on Occupational Education annual report. This data will be shared with the advisory committee for the GIVE grant.

Another component of this grant will be to expand and enhance the Work Ethic Diploma program at the high school. In response to the needs for a stronger work ethic in the workforce, students will be encouraged to participate in the Work Ethic Diploma program. The Workforce/Work-Based Coach will develop marketing materials, promote the program at up and rising freshman night, recruit additional employers to participate in the program and help

students develop portfolios that showcase their work ethics. At the end of the school year, a recognition dinner will be held to honor students and employers who participate in the program. The dinner will give students and parents an opportunity to meet with and network with employers in their chosen field.

The TCAT Livingston is governed by the TN Board of Regents (TBR) and all TBR policies and procedures will be followed in implementing the GIVE Grant. Decisions regarding grant activities will be made in accordance to the policies and procedures of TBR with final decisions made by the President. An advisory committee will be appointed to maintain oversight of the grant activities throughout the project period. The committee will be comprised of a representative from each of the partners of the grant and will meet twice during the fiscal year (See Appendix C for membership). Through the collaboration of this committee, the TCAT Livingston and White County will be held accountable for the activities and outcomes of the grant. The project director for the grant will be employed by the TCAT Livingston. The primary duties will be to oversee the implementation, reporting, compliance, and outcomes of the grant. The project director will coordinate with the Workforce/Work-Based Learning Coach to ensure that all activities are being conducted and partnerships with employers are being established.

### **Section 3: Strength of Partnership**

The Governor's Investment in Vocational Education grant alliance includes local education members, community leaders, and area industry partners. Tennessee College of Applied Technology Livingston, White County School System and White County High School will

represent the county's education institutions. Community leaders from the Upper Cumberland Local Workforce Development Board Area 7, the Tennessee Department of ECD Upper Cumberland Region, the White County Chamber of Commerce, and the Highlands Economic Partnership – Workforce and Education – Pathways program will act on behalf of the community and will play a key role implementing the GIVE grant. Jackson Kayak and Precision Molding will act for our local industries.

The Memorandum of Understanding (appendix F) agreed upon will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships. The partnership will support efforts to develop an employer-driven career path that can be obtained through higher education programs. This partnership provides high school students the opportunity to earn both TCAT (clock hours) and high school graduation credits simultaneously upon successful completion of qualified course(s). White County's program is "Molding the Workforce" – Injection Molding Training in White County.

White County School System and White County High School will encourage students to enroll in the advanced manufacturing – injection molding program and will support them in this endeavor. The high school will provide the program an appropriate facility and instructional materials. Feedback from students and their progress will be continually communicated to each grant partner during advisory board meetings.

The TCAT Livingston will serve as the lead entity and fiscal partner for the GIVE grant. In this capacity, TCAT Livingston will collaborate with each partner representative to coordinate grant objectives, including scheduling meetings and events. The TCAT Livingston, White County School System, and White County High School have successfully implemented and maintained

technical programs to address the needs of the local workforce. As the need of the local workforce shifts, the education partners are quick to adjust curriculum as suggested by the Highlands Workforce Development and Education partnership.

The Highlands Workforce Development and Education – Pathways Initiative has been especially successful by their ability to recognize skills gaps and suggest new and innovative ideas to address local workforce needs. The Highlands organization communicates with the White County Chamber of Commerce to assist meeting their focus on community goals. One of the Chamber’s primary objectives is to collaborate with the Tennessee Department of Economic and Community Development to make White County attractive to new businesses and industries ready to settle or relocate.

The Upper Cumberland Workforce Development Board prepares students for the steps necessary to obtain a working position in the advanced manufacturing – injection molding field. They offer their services by means of training workshops and individual assistance. Some of the skills students will learn are to develop a career plan, write or improve their resume, and interviewing skills.

Employers in the Upper Cumberland recognize the importance of a trained workforce and will assist in the implementation of White County’s robotics program. A list of these employers can be found in appendix C. This partnership is key to the success of the program and requires active participation. Our industry partners have pledged their support by providing direct reinforcement of academic, technical and employability skills through Work Based

Learning programs. Industry partners will document student learning and ensure assessment is aligned with program expectations.

Industry partners will provide meaningful and sustainable work experiences to students through internships, co-ops, and registered apprenticeships when required. Summer internships for students, faculty, and guidance counselors are also important to further develop classroom experiences and ensure alignment with workplace needs. Jackson Kayak and Precision Molding will each have a company representative on the advisory board to communicate the development and progress of their interns and/ or newly hired employees.

Through mutual collaboration and support from all community levels, White County High School student's efforts will align with Tennessee's Drive to 55 goals by increasing post-secondary education in the region.

#### **Section 4: Budget Plan**

Tennessee College of Applied Technology Livingston and White County's objective for the GIVE grant funds is to provide a smooth transition for students through a dual- enrollment program. A funded Advanced Manufacturing - Injection Molding program in White County High School will allow students hands-on training in a career cluster that meets area industry requirements. Establishing these programs at the secondary education level provides students with the opportunity to begin their career training and will encourage a greater number of students to attend post-secondary, supporting Tennessee's Drive to 55 goals. Before the program can be implemented, program partners will have to acquire funding. A detailed item list with costs is provided in Appendix B.

White County High School will be renovating a space to meet the physical needs of the program. In addition to building and classroom renovations, we will be purchasing classroom furniture, laptop computers, textbooks, whiteboards and additional instructional materials. An experienced instructor's salary and benefits, whose career focuses on Advanced Manufacturing – Injection Molding will also be funded by the grant. The future Injection Molding program will also require purchasing an electric injection molding machine, a hydraulic injection molding machine, all side equipment, plastic for the molding process, and various supplies needed for the program. The goal will be for all equipment and supplies to be purchased and in place by the end of May.

White County Schools will hire a Workforce/ Work-based Learning Coach. The individual in this position will facilitate student opportunities to participate in apprenticeships, internships, co-op programs and assist students in their transition from high school to post-secondary education. The Workforce/ Work-based Learning Coach will schedule site visits with our industry partners and accompany the instructor and students. Transportation costs for these visits will also be funded by the grant.

The program instructor, guidance counselor, and Workforce/ Work-based Learning Coach will be required to visit industry partners during each summer. These externships will provide support staff with the hands-on experience so they can better understand the equipment and skills necessary for program success. This information will assist educators in their efforts in attracting and retaining students that will be more successful in completing the program.

A primary focus of TCAT Livingston and all of the Upper Cumberland community, industry, and educational partners is to insert work ethics training at every opportunity. Students have the opportunity to demonstrate employability qualities, as well as work-based skills, and will be recognized for these accomplishments. The grant will allow White County High School to award students with a distinction on their diploma and celebrate their accomplishments with a banquet upon graduation. If student's meet the requirements necessary to test for certification, then funding will be provided.

As the lead institution, TCAT's program director for the GIVE grant will coordinate with all partners to ensure grant stipulations and record requirements are being met. The indirect funds have been reserved to cover the costs of implementation and administration of the grant. Information gathered for the duration of the program, will be combined and used for future planning.

### **Section 5: Sustainability**

The Tennessee College of Applied Technology – Livingston has been in existence since 1966 and continues to maintain strong enrollments, completion, and placements of students. The mission of the College is to be the premier supplier of workforce development throughout the Upper Cumberland area. TCAT – Livingston's 2017-2018 graduation rate is 83.7% with a 96.1% placement rate.

The demand for TCAT's Injection Molding program continues to grow as evidenced by the area interest in the program. The addition of a newly renovated facility and state-of-the-art



equipment will strengthen the student's educational experience, accommodate more students, while better preparing them for job placement.

Dual enrollment has been a major part of the training at the TCAT Livingston since the early 1980's with the passage of the Comprehensive Education Act. TCAT Livingston trains on average around 1000 high school students from 6 counties each year. The addition of a postsecondary program of study in White County will provide more students with an opportunity to pursue new career paths. Given the rich history of the TCAT Livingston and the successful implementation of Career and Technical Programs at the secondary level, the sustainability of this program of study is expected to be long-term.

The TCAT Livingston is committed to maintaining the program as long as the needs exist. The college's internal maintenance department will service and repair program equipment. Preventative maintenance will also be completed to extend the life of the injection molding program equipment and tools.

Each of White County's employer partners have well established businesses in the Upper Cumberland and continue to grow and thrive in an ever changing economy. Each partner has shown, through their involvement in the region, their commitment to building a strong workforce that supports the needs of existing business and future businesses that locate in the Upper Cumberland region. Each employer has committed to ensuring the success of the grant as indicated in their partner letters of support. Employer partners will continue to serve on the Advisory Board for the Injection Molding program after the grant period and will continue to contribute to the overall success of the training provided.

Communication with each of the industry and educational partners will continue after the grant period through the Advisory Board. TCAT staff will maintain constant contact with the community leaders and employers in the region. TCAT Livingston, White County School System, and our industry and community partners will have the opportunity throughout the year to share data necessary to evaluate the success of the program. Program requirements will be continuously adjusted accordingly.

The GIVE Advisory Board will identify workforce needs related to the program and develop the training to meet these needs through continuous improvement initiatives. The implementation of programs such as the TN Lottery, TN Promise, and TN Reconnect will also support and encourage students to enroll post-secondary in high-demand occupations and careers and to pursue post-secondary education at the Tennessee Colleges of Applied Technology. TCAT Livingston and White County School System will pursue additional financial opportunities to assist in funding the program. TCAT Livingston is committed to the efforts of the governor and his administration and supports their “accelerated transformation of rural Tennessee”.

#### **Section 6: Economic Status Acknowledgement**

The Appalachian Regional Commission (ARC) has determined the economic status for FY 2018. White County has been categorized as AT-RISK. The White County Injection Molding program will serve Van Buren County which is considered DISTRESSED. (See appendix F)

## APPENDIX B

GRANT BUDGET				
GIVE Program Competitive Grant				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following				
Applicable Period:		BEGIN: January 2020	END: July 2022	
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	\$100,000.00		\$100,000.00
4, 15	Professional Fee, Grant & Award			\$ -
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage, & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$ 15,000.00		\$ 15,000.00
11, 12	Travel, Conferences & Meetings	\$ 60,000.00		\$ 60,000.00
13	Interest			\$ -
14	Insurance			\$ -
16	Specific Assistance To Individuals			\$ -
17	Depreciation			\$ -
18	Other Non-Personnel			\$ -
20	Capital Purchase	\$ 745,000.00		\$745,000.00
22	Indirect Cost	\$ 80,000.00		\$ 80,000.00
24	In-Kind Expense			\$ -
25	GRAND TOTAL	\$1,000,000.00	\$ -	\$1,000,000.00

### GIVE GRANT EQUIPMENT LIST

## White County--Injection Molding Technology

## EQUIPMENT

Electric Injection Molding Machine with	\$ 60,000.00
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Side Equipment (Loader, Chiller, Grinder, Thermolater, Dryer)	\$ 75,000.00
Servo Hydraulic Injection Molding Machine with Side Equipment (Loader, Chiller, Grinder, Thermolater, Dryer)	\$ 80,000.00
Hand Tools	\$ 125,000.00
Material--Plastic for the molding process	\$ 20,000.00
Rigger	\$ 50,000.00
PLC Updates for Current Equipment in Mechatronics Lab to be used in the foundation courses	\$ 25,000.00
<b>Subtotal</b>	<b>\$ 60,000.00</b>
<b>RENOVATIONS</b>	
Facilities Renovation **	\$ 250,000.00
<b>Subtotal</b>	<b>\$ 250,000.00</b>
<b>INSTRUCTIONAL EQUIPMENT</b>	
Classroom Furniture	\$ 15,000.00
<b>Subtotal</b>	<b>\$ 15,000.00</b>
<b>TRANSPORTATION</b>	
Transportation Cost for Van Buren	\$ 50,000.00
<b>Subtotal</b>	<b>\$ 50,000.00</b>
<b>PERSONNEL</b>	
Workforce/Work Based Coordinator Salary and benefits	\$ 65,000.00
Teacher Externships (Subs)	\$ 10,000.00
Teacher Stipends for Summer Internships	\$ 25,000.00
<b>Subtotal</b>	<b>\$100,000.00</b>
<b>MARKETING AND MEETINGS</b>	
Marketing and Promotion	\$ 5,000.00
Work Ethics Dist. Banquets	\$ 5,000.00
<b>Subtotal</b>	<b>\$ 10,000.00</b>
<b>Indirect Cost</b>	<b>\$ 80,000.00</b>
<b>Total</b>	<b>\$1,000,000.00</b>

**\*\*Facilities Renovations:** Building wall to separate the lab space, leveling concrete floor, installing ceiling and lightning, and installing doors. Architect fees.

**GIVE Program Notice of Intent to Submit**

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**Lead Entity:** Tennessee College of Applied Technology – Livingston

**Program Director/Co-Director:** Myra West/Tim Mackie

**Program Director/Co-Director Email Address(es):**

[Myra.West@tcatlivingston.edu](mailto:Myra.West@tcatlivingston.edu)

[Tim.Mackie@whitecoschools.net](mailto:Tim.Mackie@whitecoschools.net)

**Name of Higher Education Institution (Fiscal Agent):**

Tennessee College of Applied Technology – Livingston

**Title of Proposed Project:**

“Molding the Workforce”—Injection Molding Training in White County

**Proposed Partners:**

Tennessee College of Applied Technology Livingston

White County School System

White County High School

Upper Cumberland Local Workforce Development

White County Chamber of Commerce

Highlands Economic Partnership—Workforce and Education—Pathways

Jackson Kayak

PMI

TACO Metal

**Proposed Funding Requested:** \$1,000,000

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## APPENDIX D

### GIVE Grant Timeline

#### White County--Injection Molding

Month	Activity	Outcome Measure
January-20	Begin Renovation of Facility/Begin Ordering Equipment/Advertise for Instructor/Begin Approval Process for Off-campus location	Number of Instructor Applicants
February-20	Renovation of Facility Continues/Continue to Order and Receive Equipment/Advertise for Instructor/Continue approval process of off-campus site/Highlands Boot Camp	Progress of Renovation/Percentage of Equipment received/Number of Instructor Applicants/Progress of Approval for site
March-20	Renovation of facility continues/Receiving of equipment/Recruit Dual Enrollment Students/Receiving Equipment/Interview Instructor/Highlands Interview Boot Camp	Progress of Renovation/Percentage of Equipment received/Number of Instructor Applicants/Progress of Approval for site/Number of Student Interviewing with at the Highlands Boot Camp
April-20	Registration of Dual Enrollment Students	Number of Student Registering for the program
May-20	Graduation and Work Ethics Recognition Event/Advisory Board Meeting	Number of Work Ethic Distinguishes awarded and number of Employers participating
June-20	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program
July-20	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program
August-20	Begin Dual Enrollment Classes	Number of Students Enrolled
September-20	Tour of Injection Molding Facility	Number of Students attending tour
October-20	Teacher Externship Day	Number teachers participating and Quality of program as measured by satisfaction survey
November-20	Advisory Board Meeting	Minutes of meeting reflecting the Board's suggestions and evaluation of progress
December-20	Highlands 8th Career Fair	Number of 8th graders attending

January-21	Enrollment of Dual Enrollment and Adult Students	Number of Students enrolled
February-21	Tour of Injection Molding Facility/Highlands Boot Camp	Number of students attending tour and the boot camp
March-21	Recruitment of Dual Enrolled Students for Fall 2021/Highlands Interview Boot Camp	Number of Student Registering for the program/Number of students attending Boot Camp
April-21	Registration of Dual Enrollment Students for Fall 2021	Number of Student Registering for the program
May-21	Graduation and Work Ethics Recognition Event/Advisory Board Meeting	Number of Work Ethic Distinguishes awarded and number of Employers participating
June-21	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program
July-21	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program
August-21	Enrollment of Dual Enrollment and Adult Students	Number of Dual Enrolled and Adult students in the program
September-21	Tour of Injection Molding Facility	Number of Students attending tour
October-21	Teacher Externship Day	Number teachers participating and Quality of program as measured by satisfaction survey
November-21	Advisory Board Meeting	Minutes of meeting reflecting the Board's suggestions and evaluation of progress
December-21	TCAT Adult Graduation/Highlands 8th Grade Career Fair	Number of Adult Graduates and the number of 8th grades attending the career fair
January-22	Enrollment of Dual Enrollment and Adult Students	Number of students enrolled both dual enrollment and adults
February-22	Tour of Injection Molding Facility/Highlands Boot Camp	Number of students attending tour and the boot camp
March-22	Recruitment of Dual Enrolled Students for Fall 2022/Highlands Boot Camp	Number of Student Registering for the program/Number of students attending Boot Camp
April-22	Registration of Dual Enrollment Students for Fall of 2022	Number of Student Registering for the program



May-22	Graduation and Work Ethics Recognition Event/Advisory Board Meeting	Number of Work Ethic Distinguishes awarded and number of Employers participating/
June-22	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program

***POSITION TITLE: Work-Based Learning Coach***

**JOB GOALS:** To implement and direct the career and technology work based learning program.

**SKILLS:**

- Strong organizational skills;
- Ability to coordinate, design, structure, and integrate school-based and work-based instruction;
- Ability to develop, supervise, and complete projects;
- Strong computer skills,
- Strong interpersonal and communication skills with the ability and/or experience to network
- Presentation skills for large and small group trainings and workshops.

**FUNCTIONS:**

- Serve as a liaison between the school districts, TCAT Livingston, high schools, and local employers
- Coordinate connecting activities between school-based and work-based learning
- Coordinate the development of school-based and work-based competencies

**ESSENTIAL JOB RESPONSIBILITIES:**

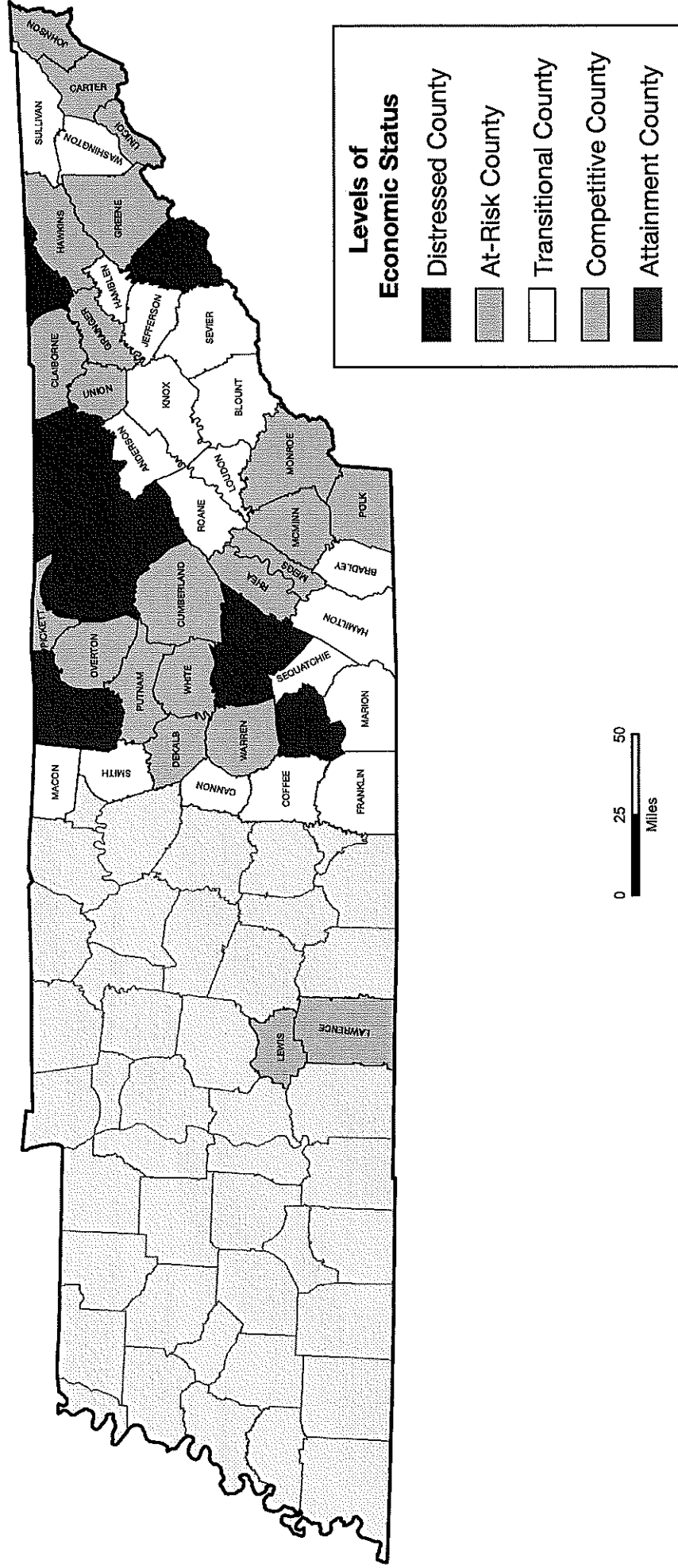
1. Assist the project director and postsecondary representatives in defining needs, developing plans, establishing goals, and formulating policies and procedures for program development.
2. Recruit new businesses and organizations to provide quality work-based and school based learning opportunities for students; serve as the liaison between the schools and business and industry.
3. Maintain lists of businesses/industries willing to participate in work-based learning.
4. Prepare and submit required reports and other documents.
5. Assist in screening, interviewing, and selecting qualified students for work-based learning experiences.
6. Coordinate Internships, Job Shadowing, Service Learning, and other Work-Based Learning programs offered through the TCAT Livingston that relate to the program.
7. Contact business and industry in regards to their employment and training needs and to encourage partnerships with our center.
8. Assist with curriculum development and integration of technical and academic education.
9. Assist with career development of students through career clusters, extended learning opportunities, and employability skills.

10. Maintain a current Advisory Board listing (updated yearly) which includes contact information. Supervise and coordinate Advisory Board meetings. Keep on file records of such meetings.
11. Work with instructors to provide instruction in: employability skills, Resume writing and interviewing skills.
12. Other duties as assigned by the director.

**QUALIFICATIONS:**

1. Bachelor's Degree
2. Three years of work experience required (Preferred experience in business or education.)
3. Ability to work with minimum supervision.
4. Knowledge of work-based learning initiatives to include career counseling.
5. Demonstrated supervisory skills.
6. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

# County Economic Status in Appalachian Tennessee, Fiscal Year 2018



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## **GIVE Memorandum of Understanding**

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### **Memorandum of Understanding**

Between  
Tennessee College of Applied Technology Livingston  
White County Schools  
and  
Upper Cumberland Local Workforce Development

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston, White County Schools, and Upper Cumberland Local Workforce Development to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

#### **Purpose**

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

#### **Reporting**

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation. During this time, TCAT Livingston, White County School System, and our industry and community partners will have the opportunity to share data necessary to evaluate the success of the program. Program requirements will be continuously adjusted accordingly.

#### **Duration**

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston, the White County School system, and the Upper Cumberland Local Workforce Development an individual partner can terminate their participation by giving a written notice of intent to terminate.

#### **Duties of each partner**

This section will describe the responsibilities as agreed upon for each partner.

##### **Responsibilities of TCAT Livingston:**

- Serve as the lead entity of the grant;
- Coordinate all grant activities;

- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

**Responsibilities of Upper Cumberland Local Workforce Development:**

- Create workforce partnerships with local industries requiring high demand skills;
- Match current job openings with program skills development;
- Communicate with partners on program development and progress;
- Provide students with career advancement opportunities training;
- Documentation of student and workforce relationship successes.

**Responsibilities of White County School System and White County High School:**

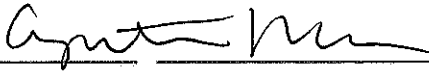
- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

**Contact Information**

Tennessee College of Applied Technology Livingston  
740 Hi Tech Drive  
Livingston, TN 38570  
(931) 823-5525

Upper Cumberland Local Workforce Development  
580 South Jefferson Avenue  
Cookeville, TN 38501  
(931) 520-6020

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-5-19  
Program Director  
TCAT Livingston

Signature:  Date: 9-5-19  
Representative  
Upper Cumberland Local Workforce Development

Signature:  Date: 9-5-19  
Representative  
White County Schools

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## **GIVE Memorandum of Understanding**

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### **Memorandum of Understanding**

Between

Tennessee College of Applied Technology Livingston  
White County Schools  
and  
White County Chamber of Commerce

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston, White County Schools, and White County Chamber of Commerce to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

#### **Purpose**

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

#### **Reporting**

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation. During this time, TCAT Livingston, White County School System, and our industry and community partners will have the opportunity to share data necessary to evaluate the success of the program. Program requirements will be continuously adjusted accordingly.

#### **Duration**

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston, the White County School system, and the White County Chamber of Commerce an individual partner can terminate their participation by giving a written notice of intent to terminate.

#### **Duties of each partner**

This section will describe the responsibilities as agreed upon for each partner.

Responsibilities of TCAT Livingston:

- Serve as the lead entity of the grant;

- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

**Responsibilities of White County Chamber of Commerce:**

- Create workforce partnerships with local industries requiring high demand skills;
- Match current job openings with program skills development;
- Communicate with partners on program development and progress;
- Provide students with career advancement opportunities training;
- Documentation of student and workforce relationship successes.

**Responsibilities of White County School System and White County High School:**

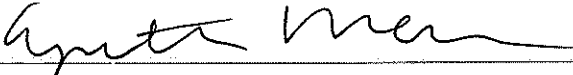
- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

**Contact Information**

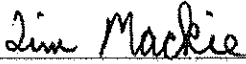
Tennessee College of Applied Technology Livingston  
740 Hi Tech Drive  
Livingston, TN 38570  
(931) 823-5525

White County Chamber of Commerce  
16 W Bockman Way  
Sparta, TN 38583  
(931) 836-3552

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-4-19  
Program Director  
TCAT Livingston

Signature:  Date: 9-4-19  
Representative  
White County Chamber of Commerce

Signature:  Date: 9-5-19  
Representative  
White County Schools



## **GIVE Memorandum of Understanding**

### **Memorandum of Understanding**

Between

Tennessee College of Applied Technology Livingston  
White County Schools

and

Highlands Economic Partnership - Workforce and Education -- Pathways

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston, White County Schools, and Highlands Economic Partnership - Workforce and Education -- Pathways to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

#### **Purpose**

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

#### **Reporting**

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation. During this time, TCAT Livingston, White County School System, and our industry and community partners will have the opportunity to share data necessary to evaluate the success of the program. Program requirements will be continuously adjusted accordingly.

#### **Duration**

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston, the White County School system, and the Highlands Economic Partnership - Workforce and Education -- Pathways an individual partner can terminate their participation by giving a written notice of intent to terminate.

#### **Duties of each partner**

This section will describe the responsibilities as agreed upon for each partner.

#### **Responsibilities of TCAT Livingston:**

- Serve as the lead entity of the grant;

- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

**Responsibilities of Highlands Economic Partnership - Workforce and Education -- Pathways:**

- Create workforce partnerships with local industries requiring high demand skills;
- Match current job openings with program skills development;
- Communicate with partners on program development and progress;
- Provide students with career advancement opportunities training;
- Documentation of student and workforce relationship successes.

**Responsibilities of White County School System and White County High School:**

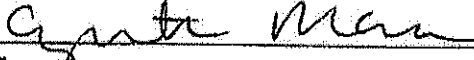
- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

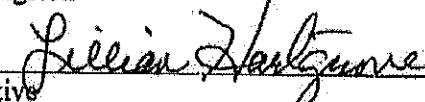
**Contact Information**

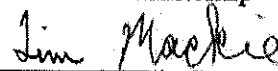
Tennessee College of Applied Technology Livingston  
740 Hi Tech Drive  
Livingston, TN 38570  
(931) 823-5525

Highlands Economic Partnership - Workforce and Education -- Pathways  
1 West First Street  
Cookeville, TN 38501  
(931) 526-2211

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-5-19  
Program Director  
TCAT Livingston

Signature:  Date: 9-4-19  
Representative  
Highlands Economic Partnership - Workforce and Education -- Pathways

Signature:  Date: 9-5-19  
Representative  
White County Schools

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## **GIVE Memorandum of Understanding**

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### **Memorandum of Understanding**

Between

Tennessee College of Applied Technology Livingston

and

White County School System

White County High School

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston, the White County School System, and White County High School to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

#### **Purpose**

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs. This partnership provides high school students the opportunity to earn both TCAT (clock hours) and high school graduation credits simultaneously upon successful completion of qualified course(s).

The qualified program/courses are: "Molding the Workforce" – Injection Molding training

Instructors for the dual enrollment classes shall be subject to the approval of all partners and will adhere to the College policies regarding academic standards and documentation of attendance and grades.

#### **Reporting**

The lead agency, TCAT Livingston, Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation.

In accordance with the guidelines set forth by the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and the procedures established by TCAT Livingston reserves the right to schedule an observation of the class by the Program Director at any time to ensure that college-level outcomes are met.

**Duration**

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston, White County School System, and White County High School an individual partner can terminate their participation by giving a written notice of intent to terminate.

**Duties of each partner**

This section will describe the responsibilities as agreed upon for each partner.

**Responsibilities of TCAT Livingston:**

- Serve as the lead entity of the grant;
- Coordinate all grant activities;
- Provide program instructor;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

**Responsibilities of White County School System and White County High School:**

- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

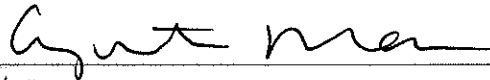
**Contact Information**

Tennessee College of Applied Technology - Livingston  
Cynthia Mann  
Program Director  
740 Hi Tech Drive  
Livingston, TN 38570  
(931) 823-5525

White County School System  
Kurt Dronebarger  
Director of Schools  
136 Baker Street  
Sparta, TN 38583  
(931) 836-8128  
Kurt.dronebarger@whitecoschools.net

White County High School  
Tim Mackie  
Assistant Principal  
267 Allen Drive  
Sparta, TN 38583  
(931) 836-3214  
Tim.mackie@whitecoschools.net

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-5-19  
Program Director  
TCAT Livingston

Signature:  Date: 9/5/19  
Director of Schools  
White County School System

Signature:  Date: 9-5-19  
Assistant Principal  
White County High School

## **GIVE Memorandum of Understanding**

### **Memorandum of Understanding**

Between  
Tennessee College of Applied Technology Livingston  
and  
Jackson Kayak

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston and Jackson Kayak to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

#### **Purpose**

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

#### **Reporting**

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation.

#### **Duration**

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston and the White County School System, an individual partner can terminate their participation by giving a written notice of intent to terminate.

#### **Duties of each partner**

This section will describe the responsibilities as agreed upon for each partner.

##### **Responsibilities of TCAT Livingston:**

- Serve as the lead entity of the grant;
- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

**Responsibilities of Jackson Kayak:**

- Provide meaningful and sustainable work experiences to students through internships, co-ops, registered apprenticeships, and clinicals;
- Communicate with partners on program development and progress;
- Provided direct reinforcement of academic, technical, and employability skills;
- Assessment of student learning that is aligned with expectations;
- Offer students summer internship opportunities;
- Provide teacher and guidance counselors externships and shadowing opportunities;
- Documentation of student learning.

**Responsibilities of White County School System and White County High School:**

- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

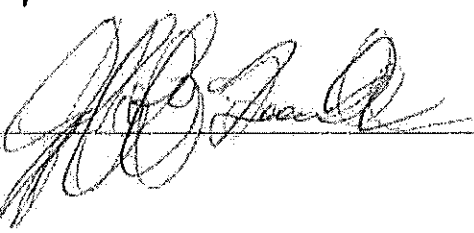
**Contact Information**

Tennessee College of Applied Technology Livingston  
740 Hi Tech Drive  
Livingston, TN 38570  
(931) 823-5525

Jackson Kayak  
3300 McMinnville Hwy  
Sparta, TN 38583  
(931) 738-2800

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-4-19  
Program Director  
TCAT Livingston

Signature:  Date: 09/04/19  
Representative  
Jackson Kayak

Signature:  Date: 9-5-19  
Representative  
White County Schools

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## **GIVE Memorandum of Understanding**

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### **Memorandum of Understanding**

Between  
Tennessee College of Applied Technology Livingston  
and  
Precision Molding

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston and Precision Molding to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

#### **Purpose**

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

#### **Reporting**

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation.

#### **Duration**

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston and the White County School System, an individual partner can terminate their participation by giving a written notice of intent to terminate.

#### **Duties of each partner**

This section will describe the responsibilities as agreed upon for each partner.

##### **Responsibilities of TCAT Livingston:**

- Serve as the lead entity of the grant;
- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.



Responsibilities of Precision Molding:

- Provide meaningful and sustainable work experiences to students through internships, co-ops, registered apprenticeships, and clinicals;
- Communicate with partners on program development and progress;
- Provided direct reinforcement of academic, technical, and employability skills;
- Assessment of student learning that is aligned with expectations;
- Offer students summer internship opportunities;
- Provide teacher and guidance counselors externships and shadowing opportunities;
- Documentation of student learning.

Responsibilities of White County School System and White County High School:

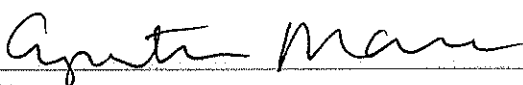
- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.


**Contact Information**

Tennessee College of Applied Technology Livingston  
740 Hi Tech Drive  
Livingston, TN 38570  
(931) 823-5525

Precision Molding  
5500 Roberts Matthews Hwy  
Sparta, TN 38583  
(931) 738-8376

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-5-19  
Program Director  
TCAT Livingston

Signature:  Date: 9-5-19  
Representative  
Precision Molding

Signature:  Date: 9-5-19  
Representative  
White County Schools

## **GIVE Memorandum of Understanding**

### **Memorandum of Understanding**

Between  
Tennessee College of Applied Technology Livingston  
and  
Custom Tool

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston and Custom Tool to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

#### **Purpose**

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

#### **Reporting**

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation.

#### **Duration**

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston and the White County School System, an individual partner can terminate their participation by giving a written notice of intent to terminate.

#### **Duties of each partner**

This section will describe the responsibilities as agreed upon for each partner.

##### **Responsibilities of TCAT Livingston:**

- Serve as the lead entity of the grant;
- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

**Responsibilities of Custom Tool:**

- Provide meaningful and sustainable work experiences to students through internships, co-ops, registered apprenticeships, and clinicals;
- Communicate with partners on program development and progress;
- Provided direct reinforcement of academic, technical, and employability skills;
- Assessment of student learning that is aligned with expectations;
- Offer students summer internship opportunities;
- Provide teacher and guidance counselors externships and shadowing opportunities;
- Documentation of student learning.

**Responsibilities of White County School System and White County High School:**

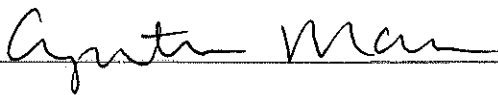
- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

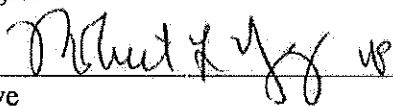
**Contact Information**

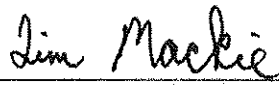
Tennessee College of Applied Technology Livingston  
740 Hi Tech Drive  
Livingston, TN 38570  
(931) 823-5525

Custom Tool  
2334 Mike Maxwell Road  
Cookeville, TN 38506  
(931) 432-6609

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-5-18  
Program Director  
TCAT Livingston

Signature:  Date: 9-6-19  
Representative  
Custom Tool

Signature:  Date: 9-6-19  
Representative  
White County School System



September 4, 2019

To Whom It May Concern,

I am the Maintenance Manager for Ficos North America in Cookeville Tn. The Tennessee College of Applied Technology in Livingston has asked me to evaluate the equipment that they are planning to purchase if they are awarded funds through the GIVE grant. It is my understanding Dr. West is opening a new Advanced Manufacturing Program in White County that will be focusing on processing and maintenance of injection plastic molding.

After reviewing the Cincinnati Milacron equipment list that I was provided, I will be a major supporter of the program. The majority of our equipment here at the Cookeville plant is Cincinnati Milacron. I will encourage all of my technicians here at the Cookeville plant to enroll in the program. I feel that the equipment will provide skills that my technicians need to improve their skill set.

I feel that the awarding of the funds to purchase this equipment for this program will have a positive impact on the Injection molding Industry, and the workforce of the Upper Cumberland.

Best Regards,

A handwritten signature in cursive script that reads 'Chuck Moore'.

Chuck Moore  
Maintenance Manager  
Ficos North America  
2991 Highland Park Blvd.  
Cookeville, Tennessee 38506  
Tel: 931-787-7928  
[cmoore@ficos.com](mailto:cmoore@ficos.com)  
[www.ficos.com](http://www.ficos.com)